



International Association of
Administrative Professionals®

Washington-Evergreen
Chapter IAAP
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www.w-e-chapter-iaap.org

**Dinner Meeting
Information:**

Thursday
June 10, 2010

Mitzel's
22330 84th Ave S
Kent, WA 98032

5:30pm Networking
6:00pm Dinner
7:00pm Program

Inside this issue:

Chapter Officers	2
President's Message	3
Newsletter Deadlines	3
Board Meeting Dates	3
Chapter Meetings Dates	3
March Chapter Minutes	4/5
Officer & Committee Reports	6
Committees	7/8
Announcements/ Calendar/	9
Birthdays/Anniversaries	9



Washington-Evergreen Tree Topics

June 2010

10 Tips for Communicating With Your Boss

ANGELA HALTERMAN - I grew up in a small town in Wyoming, then after graduating from high school I moved here to the big city and haven't looked back since. There have been many opportunities to expand my career and grow into where I am now. My primary background is in accounting, but with a recent career change I have come to love and am quite good in a sales environment. It's something I never thought of doing, but I'll try anything once.

During my career path I have participated in several organizations relative to the IAAP, NACM being one of them. I completed their course work and received the CBA Designation through their continuing education program. I am capable of leading operations, supervising, and training in group or personal settings. I am a confident leader and very dedicated to my career objectives and enhancing relationships to expand my personal growth as well as the company I'm representing. I am excited to learn more about the IAAP and become an active member of the organization.

Mitzel's

Menu for June 2010

Wild Salmon with Fresh Hollandaise

A fillet of wild Alaskan salmon is grilled and topped with our freshly made Hollandaise sauce. Served with rice pilaf and our seasonal Farmstand vegetable. Choice of soup or salad.

Chop Chop Salad

A springtime salad with crunch! Your choice of diced chicken or poached shrimp tossed with Salami, freshly diced bacon, chopped crisp iceberg lettuce, celery, olives, green onions, tomatoes, shredded Tillamook cheddar cheese, and bleu cheese dressing. Choice of soup.

Northwest Pork Medallions

Tender pork medallions seasoned and grilled to tender perfection served with rhubarb compote and accompanied by rice pilaf and a medley of asparagus, sweet red bell peppers and onions. Choice of soup or salad.

We **MUST** have your RSVP to Michele Kramer by **NOON, Tuesday, June 8, 2010.**

Michele can be reached at mjkramer02@hotmail.com or leave voice message at her home, 206-232-1731.

NOTE: If you would like a glass of wine or drink from the Bar, please go in and order it yourself. We want to free up the servers so that they can get the dinner served faster.

Please see Google Maps or similar search for directions
For those that operate by landmarks: Mitzel's is off of Hwy 167 at Central Ave,
It is located between the Holiday Inn, Comfort Inn and Days Inn.

\$20.00 per person

We will be charging \$20 for No-Shows

Officers for 2009 - 2010



IAAP Name Badges

If you'd like a new IAAP name badge, just tell our Treasurer, Virginia Bryant CPS/CAP, and she will order one for you.



President
Liz Haddrell CPS
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Vice President:
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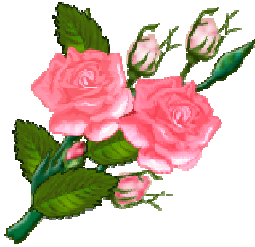
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Virginia Bryant CPS/CAP
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June President's Message



It is June 2010 and this is my last President's Message.

Let me start with a big THANK YOU to all the members of the Washington-Evergreen Chapter for the honor and experience of being your leader. Thank you to the Committee Chairs for all your hard work.

In May, the following members were elected as 2010-11 Chapter Officers: President Michele Kramer, Vice President Maralyn Picciau, Treasurer Virginia Bryant CPS/CAP, and Secretary Jean LaCoss. They will be installed at the June Chapter Meeting. Now is the time to sign up for the Committee Chairs.

Thank you to Carrie Gehring CPS/CAP and Crystal Cooper CPS (Mount Rainier Chapter) for all the behind the scenes work on the 2010 Washington-Alaska Division Meeting. Thank you to the members who volunteered their assistance behind the scenes and over the weekend. Thank you to Linda Cook CAP for your leadership at the Division level over the past three years.

Congratulations to 2010-11 Washington-Evergreen Vice President Carrie Gehring CPS/CAP. The theme for next year is Passion and Purpose.

The next Chapter meeting is June 10th at Mitzel's in Kent. Angela Halterman from OfficeTeam will be our program presenter. Hope to see you there.

Enjoy the summer break.

Liz

p.s. Nina & Ken Purcell are planning a Summer Social; more information to follow.

Board Meetings

June 3, 2010

August 19, 2010

October 7, 2010

Chapter Meetings

June 10, 2010

September 9, 2010

October 14, 2010

Newsletter Deadlines

2010/2011

August 19

Editor
Claudia Barnes
claudiamb@comcast.net

DEADLINE

*IAAP Washington-Evergreen Chapter
Chapter Meeting Minutes
May 6, 2010*

The Washington-Evergreen Chapter meeting was called to order by President Liz Haddrell, CPS on May 6 at 7:05 p.m.

Minutes:

The April Chapter minutes will be filed as written.

Correspondence/Communication:

A card was sent to Patti Linscott for her mother's illness.

Treasurer's Report:

The Treasurer's Report was read and filed as presented.

President's Report:

A flyer was sent to chapter members about the Division's Mini Office Boot Camp with SharePoint and an Overview of Office 2010 on Friday, May 21. Please post the flyer in your office area. The Mt. Rainier Chapter newsletter and flyer was sent out with Division auction ideas.

Standing Committees:

Chapter Meeting & Attendance:

Michele Kramer reports that we have 14 members and 1 guest present.

Membership:

The chapter roster will be released in June. January and June are the official roster release dates. Membership is down due to members not renewing their membership. Suggested ideas for retaining members would be to have them shadow a committee chair, have greeters at the door, and have the new members be paired with a seasoned member. Angela Halterman agreed to send an email blast to regional Office Team clients with upcoming speakers and topics to generate interest. Next month anyone who brings a guest will get a prize.

Newsletter:

Deadline for the newsletter items to Claudia Barnes, CPS will be May 20. Claudia is still seeking biographies of members to include in the newsletter. Officer and Committee Reports are due May 20 for inclusion in the newsletter. If you miss the deadline, be prepared to give your report verbally at the June chapter meeting.

Program:

Ann Piraino, CPS reported that the June program will be an Office Team presentation by Angela Halterman. Linda Cook, CAP will bring a projector for this program. The September program is open. Ann and Angela will work on putting something together. The October program will be a joint chapter meeting with the Mt. Rainier Chapter; more details to follow.

*IAAP - Washington-Evergreen Chapter
May 6, 2010 Meeting Minutes*

Unfinished Business:

Basket for Division Annual Auction:

Maralyn Picciau reported that the S'mores basket is complete and she will assemble the basket and inform the Division auction focal.

New Business:

Nominations/Elections Committee:

Due to health reasons, Maralyn Picciau stepped down from being the Division delegate and Chapter President from the slate of officers. It was moved that Virginia Bryant, CPS/CAP serve as our chapter delegate to the 2010 Washington-Alaska Division meeting. This motion passed. It was discussed that we previously voted to send the delegate informed and uninstructed.

The slate of Washington-Evergreen officers for 2010-11 was published in the newsletter. Nominations were open from the floor to fill the remaining office positions. Michele Kramer was nominated from the floor for the office of president. Maralyn Picciau was nominated from the floor for the office of vice president. Jean LaCoss was nominated from the floor for the office of secretary. Virginia Bryant, CPS/CAP was nominated from the floor for the office of treasurer. The 2009-10 secretary was instructed to cast an elective ballot for the slate of officers; action completed.

2010 International Delegate:

It was moved that Beth Thompson serve as our chapter delegate to the 2010 International EFAM meeting. This motion passed.

Planning Session:

Liz Haddrell, CPS reported that members may now start signing up for committees. Contact Liz via email. She will bring the sign-up sheet to the June chapter meeting.

Special Committee Reports

2010 Division Annual Meeting:

Carrie Gehring, CPS and Lila Licens, CPS/CAP need Pages and Timekeepers for the Division Meeting. Volunteers are also needed for the Hospitality Suite. Volunteers were noted. The Tellers Committee will be appointed at the meeting if necessary.

The Chapter meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Lisa Ramseth CPS

Secretary

Washington-Evergreen Chapter IAAP

Year End Officer & Committee Reports

Treasure's report: Virginia Bryant, CPS/CAP

The treasurer's reports were discussed at board and presented in Chapter meetings, sent to the membership by email and hard copies were made available for members each month from September through June including report outs of the summer activities of the checking, savings and 2 CDs accounts. There were some reports referencing the Division Annual meeting checking account activities.

Secretary: Lisa Ramseth, CPS

Thank you to our chapter members for another great year. I have enjoyed serving as your chapter secretary. It is a pleasure to be part of this talented group of women.

Education & Certification: Lisa Ramseth, CPS

I kept members informed of certification news and deadlines. Chapter members, who are currently certified, were honored in the April Chapter meeting with roses and a small presentation. I have information available for anyone seeking certification or recertification. Thank you.

Retirement Trust Foundation: Lisa Ramseth, CPS

I presented the RTF Annual Report presentation at the October Chapter meeting. I kept the members informed of the Friends of Giving campaign. Thank you.

Newsletter: Claudia Barnes CPS

It has been quite a challenge again this year with our move to a new house and computer problems along the way. I was able to get the newsletter out every month.

Inventory Control Committee Report 2009 - 2010: Grayce Grinolds

The purpose of Inventory Control is to ensure safe retention of Chapter records, official documentation, past awards, pins and banners.

No activity to report.

This is my last year as Chairperson. We will need another member to take responsibility of the Chapter's Inventory for the coming year.

It has been my pleasure to serve the Washington Evergreen Chapter as Inventory Control Chairperson over the years.

Bylaws & Standing Rules: Maren Bedal

There were no changes to our Bylaws & Standing Rules. Amendments to the International Bylaws & Standing Rules were presented to our membership for discussion. Our delegate will attend the conferences informed and uninstructed to vote as warranted.

Historian: Maren Bedal

I took pictures at chapter meetings of speakers, new members, etc. Snapshots and various articles were added to the scrapbook.

Summer Social: Maren Bedal for Nina Purcell

On August 15, 2009, six members and their guests drove to Nina and Ken Purcell's home in Port Angeles for their yearly get-together. There were a total of 11 in attendance, including Ken and Nina. Our members donated to a very delicious potluck and I think we all had an enjoyable afternoon visiting with everyone. The view from their windows remains spectacular.



**2010– 2011
Washington-Evergreen Committees**

Audit	<i>Appointed in June from new Officers</i>	<ul style="list-style-type: none"> • Conduct Chapter audit immediately following June Chapter meeting • Conduct special audit if Treasurer resigns • Report audit outcome at September Chapter meeting
Bylaws & Standing Rules	Maren Bedel	<ul style="list-style-type: none"> • Process any recommended changes to Chapter Bylaws and/or Standing Rules • Assist the Board when submitting any revisions or amendments to the Division or International Bylaws and/or Standing Rules • Have available at all meetings, up-to-date copies of the International Bylaws and Standing Rules, Division Bylaws and Standing Rules, and Chapter Bylaws and Standing Rules.
Chapter Meeting & Attendance (Arrangements)	Maralyn Picciau	<ul style="list-style-type: none"> • Make arrangements for monthly meetings including collect monies from members/guests for dinner costs and submit to Treasurer for payment to hotel. • Choose meeting place (annually) and work with location management to provide an affordable menu for the members. • Give monthly menu choice to Newsletter chairman for publishing. • Ensure adequate seating for members/guests not attending dinner portion of meeting. • Keep track of member attendance at meetings. • Provide the President with the current meeting's guest list for opening comments. • Report the number of guests/members in attendance • Maintain and send out information from folders (if applicable) • Act as greeter to members and guests • Ensure guests have nametags
Community Service		<ul style="list-style-type: none"> • Suggest possible ways in which Chapter members, or Chapter as a whole, can participate in the community service arena. • Plan and carry through on all civic project (take donations, food, clothing, etc to appropriate chosen community recipient) • Ensure project fit the IAAP mission and purpose.
Education & Certification	Lisa Ramseth CPS	<ul style="list-style-type: none"> • Provide for the professional growth and development of the members through participation in intellectually broadening activities which adhere to our mission and purpose. • Work with Program Chair to ensure educational speakers for chapter meetings contribute towards certification/recertification requirements • Update members on latest CPS/CAP program developments • Invite newly certified members and guests to April meeting • Inform members of CPS/CAP review classes and study materials • Ensure chapter library of materials is made available to all members • Provide CEU / Recertification Point certificates as necessary
Membership	Angela Halterman	<ul style="list-style-type: none"> • Direct all activities of the chapter concerning recruitment and retention of members. • Receive all new applications (as applicable) for processing • Prepare, maintain and distribute Chapter roster (Distribute for September and February chapter meetings) • Conduct orientation for new members • Assign a mentor (buddy system) to help new members • Initiate new members • Send letter of invitation to Chapter meetings • Conduct impact (informational) meeting at least once per year • Ensure Chapter "new member" packets are available
Newsletter	Claudia Barnes CPS	<ul style="list-style-type: none"> • Prepare, distribute, and file monthly Tree Topics Newsletter • Distribute newsletter to WA-AK Division Board, WA-AK Division Chapter Presidents, NW District Director, and to both Rick Stroud and Don Bretthauer at IAAP Headquarters.

2010– 2011
Washington-Evergreen Committees

Nominations	<i>Elected in September</i>	<ul style="list-style-type: none"> • Responsible for providing a slate of officers for election at the May Chapter meeting • Coordinate nominations to Division / International as appropriate • Give a list of Chapter officer / committee titles and responsibilities for the March newsletter • Submit slate of candidates for May newsletter and have slate copies available at May Chapter meeting • Inform all officer candidates they must give a brief oral IAAP activities resume at the May Chapter meeting • Work with the Parliamentary Advisor and Bylaws & Standing Rules Chairmen to ensure any nominations from the floor meet the qualifications. • Conduct the election portion of the May Chapter meeting • Ensure Chapter members have ballots at May Chapter meeting • Committee will consist of the chairman and two members elected by the membership at the September meeting. The person receiving the most votes will serve as chairman of the committee
Program	Ann Piraino CPS	<ul style="list-style-type: none"> • Plan the programs and arrange for speakers for the Chapter meetings and other chapter-sponsored functions throughout the year • Work with the Education and Certification Chair to ensure speakers following CPS/CAP certification guidelines • Notify Board and Chapter Meeting & Attendance Chair of speaker's name and program topic • Work with Chapter Meeting & Attendance Chair to ensure speaker is provided any needed audio/visual equipment (encourage speaker to bring their own) • Provide certificate of appreciation to each speaker
Publicity		<ul style="list-style-type: none"> • Submit Chapter activities to local newspapers for publication • Assist Membership Chair and Civic Chair with any publicity needed for events
Ways & Means		<ul style="list-style-type: none"> • Develop, coordinate, and promote projects to raise funds to further the objectives of IAAP and the chapter • Develop, coordinate, and ensure delivery of project(s) in support of the WA-AK Division Annual Meeting
Historian	<i>Appointed in June</i>	<ul style="list-style-type: none"> • Keep Chapter scrapbook and history of chapter up-to-date • Have possession of Chapter camera to take photos of speakers, new member initiation, installation of officers, and other events involving the Chapter membership
Inventory Control	Maren Bedel	<ul style="list-style-type: none"> • Ensure safe retention of Chapter records, official documentation, past awards, pins and banners.
Parliamentary Advisor	<i>Appointed in June</i>	<ul style="list-style-type: none"> • Assist the Board of Directors in the conduct of business by using the latest version of <i>Robert's Rules of Order</i>. • Advise members of proper parliamentary procedure
Retirement Trust Foundation		<ul style="list-style-type: none"> • Chapter Representative to the Retirement Trust Foundation • Inform members of the benefits of Vista Grande and the RTF
November Auction		<ul style="list-style-type: none"> • Plan and conduct an annual silent/live auction at the Chapter November meeting • Ensure donation of funds from auction proceeds to RTF • Ensure remaining funds from auction proceeds go to Chapter Treasury
Holiday Social		<ul style="list-style-type: none"> • Plan and conduct the Chapter's December meeting as a holiday social event for members and their guests
Web Site	Carrie Gehring, CPS	<ul style="list-style-type: none"> • Ensure web site is professional and accurate • Ensure a generic distribution address is used • Ensure linkage to Chapter web-sites within the WA-AK Division • Enclose photos and / or recognition from Chapter / Division events

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 ☆ **June Birthdays** ☆
 ☆ Grayce Grinolds 6/02 ☆
 ☆ Loretta Starkovich 6/20 ☆
 ☆ ☆
 ☆ **July Birthdays** ☆
 ☆ Frances Anderson, CPS 7/17 ☆
 ☆ Liz Haddrell, CPS 7/24 ☆
 ☆ ☆
 ☆ **August Birthdays** ☆
 ☆ Linda Cook, CAP 8/26 ☆
 ☆ Colleen Hartman 8/8 ☆
 ☆ Sharon Neilsen, CPS 8/9 ☆
 ☆ Alexandra Novotny 8/30 ☆
 ☆ Nina Purcell 8/22 ☆
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 ☆ **June Anniversaries** ☆
 ☆ Frances Anderson, CPS 6/16 ☆
 ☆ Mitz Gough 6/07 ☆
 ☆ Michele Kramer 6/04 ☆
 ☆ Judy Ritchie 6/03 ☆
 ☆ Loretta Starkovich 6/62 ☆
 ☆ ☆
 ☆ **July Anniversaries** ☆
 ☆ Michaela Frick 7/09 ☆
 ☆ Ann Piraino, CPS 7/75 ☆
 ☆ Lisa Ramseth, CPS 7/99 ☆
 ☆ Pat Wood, CPS 7/85 ☆
 ☆ ☆
 ☆ **August Anniversaries** ☆
 ☆ Beth Thompson 8/05 ☆
 ☆ ☆
 ☆ ☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆

Important Dates to Remember:

- **2011 WA-AK Division Meeting**
May 13-15, 2011
Lynwood Embassy Suites
Hosted by Everett Chapter
- **2012 WA-AK Division Meeting**
May 2010
Hosted by Bellingham Chapter
Exact date & location TBD

June 2010

International Schedule of Events

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Board Meeting	4	5
6	7	8	9	10 Chapter Meeting	11	12
16	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

INTERNATIONAL CONVENTIONS

- **July 18-21, 2010**
Boston, MA
- **July 24-27, 2011**
Montreal, Canada
- **July 22-25, 2012**
Grapevine, TX
- **July 28-31, 20013**
Anaheim, CA
- **July 27-30, 2014**
Milwaukee, WI
- **July 26-27, 2015**
Louisville, KY